

## RESOLUTION NO. 04-140

## A RESOLUTION ESTABLISHING HOURS FOR VISITOR ACCESS TO WICHITA CITY HALL.

WHEREAS, the City Council of Wichita, Kansas, recognizes the need to establish hours for visitors to enter City Hall, located at 455 North Main Street;

WHEREAS, recent national and local events have required the City to re-examine the current philosophy of unlimited access to City Hall;

WHEREAS, many functions contained in City Hall are sensitive in nature and could be easily compromised or lost due to unauthorized access;

WHEREAS, restricting visitors to business hours will help ensure that sensitive and unauthorized areas are not accessed without oversight by City staff.;

WHEREAS, the practice of restricting visitor access to specific hours is a common practice by both businesses and government entities;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the City of Wichita, Kansas, hereby establishes visitor hours for City Hall and that all employees and staff will use their best efforts to implement and follow this resolution:

1. For purposes of this resolution, any person not an elected official or an employee of the City of Wichita is a visitor to City Hall;
2. Visitors will be allowed entry into City Hall between the hours of 7:30 A.M. and 5:30 P.M., Monday through Friday, with the exception of Nationally recognized holidays or any other weekday during which City Hall is closed for business;
3. Visitors to the City of Wichita Municipal Court Walk-In Docket will be allowed access to the Municipal Court Clerk's Office at 7:00 A.M. from the atrium entrance, without being allowed access to the common areas of City Hall;
4. Persons visiting City Hall for business that begins before 5:30 P.M. and continues past that time may remain in the building until such time that the business is finished;
5. Special issues of high public interest that require the use of City Hall facilities during non-visitor hours will require that the City Hall Security Desk be notified prior to 3:00 P.M. on the day of the event, so that ample security can be provided for the event;
6. City of Wichita facilities other than City Hall will be considered and scheduled for meetings and events that occur during non-visitor hours at City Hall;
7. Contractors and maintenance personnel may be required to enter City Hall during hours other than those specified for visitors, and those persons must provide advanced notice to the Security Desk, unless an emergency exists;

8. The hours of visitor access to City Hall will be clearly posted on all entrances to the building, to inform the public of established visitor hours;

9. Employees and staff in City Hall during non-visitor hours who are not in a readily recognizable City uniform will wear a City-issued employee identification card in a clearly visible location on their outer clothing;

10. The establishment of visitor hours is not intended to discourage interaction between City of Wichita officials and the public relating to City business. It is intended to ensure that visits to City Hall are properly arranged and documented, both to protect the confidentiality of material and to enhance security measures within City Hall.

11. That the City Clerk shall make proper publication of this resolution, which shall be published once in the official City paper and which shall be effective from and after said publication.

ADOPTED at Wichita, Kansas, April 6, 2004.

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Carlos Mayans, Mayor

ATTEST:

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Karen Schofield, City Clerk

APPROVED AS TO FORM:

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Gary E. Rebenstorf, Director of Law  
and City Attorney